



## City of Sanford Wall Permit Application Checklist (Brick, Block, etc.)

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number. Indicate linear footage, height, number of gates, and type of material.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- ☐ Electrical Permit Application completed and signed (if applicable).
- ☐ Copy of applicable contractor's license issued by the State of Florida.
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Two (2) site plans indicating proposed location.
- ☐ Two (2) copies of the signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings and structures.

*These guidelines were compiled to assist the applicant in preparing a wall permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.*